



ELECTION NEWS

A special informational bulletin
on the conduct of the November 2,
2004 general election

Michigan Department of State - Terri Lynn Land, Secretary of State

Issue No. 9

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Completing Provisional Balloting Process After Election: Important Reminders

Deadline for submitting Provisional Ballot Report: No later than November 9, 2004, the city or township clerk must forward a Provisional Ballot Report to the county clerk to document 1) the number of provisional ballots which were counted in the polls on election day (commonly known as “affidavit” ballots) 2) the number of “envelope” ballots issued in the polls on election day and 3) the number of “envelope” ballots which were determined valid and invalid during the 6-day “envelope” ballot evaluation period. A copy of the Provisional Ballot Report is provided with this newsletter.

Documenting votes cast on valid “envelope” ballots: If any “envelope” ballots are determined valid and counted during the 6-day “envelope” ballot evaluation period, the Provisional Ballot Report must be accompanied by an Envelope Ballot Vote Certification Form when transmitted to the county clerk. The Envelope Ballot Vote Certification Form is used to document the votes counted on the valid “envelope” ballots.

- A copy of the Envelope Ballot Vote Certification Form is provided with this newsletter. (Note: The attached Envelope Ballot Vote Certification Form has been revised. Please use the revised version if needed.)
- The procedures for evaluating “envelope” ballots for validity are also provided with this newsletter (Procedure for Handling Envelope Ballots Returned to Clerk’s Office).
- As detailed in Issue No. 4 of *Election News*, a voter who was 1) issued an “envelope” ballot on election day and 2) unable to meet the identity and/or residency verification requirements in the polls can fax, mail or hand deliver the required document to the clerk within 6 calendar days after the election (by November 8). Given this allowance, the Envelope Ballot Vote Certification Form cannot be completed and transmitted to the county level until the 6-day “envelope” ballot evaluation period has elapsed (unless, of course, you have no “envelope” ballots which are subject to the allowance).

Questions and Answers

In my jurisdiction, there were no provisional ballots which were counted in the polls (“affidavit” ballots) and there were no “envelope” ballots issued to voters. Are there any actions that I need to take?

No – however, you should contact your county clerk to advise that you will not be sending a Provisional Ballot Report as there were no “affidavit” ballots or “envelope” ballots issued in your jurisdiction.

In my jurisdiction, we issued an “affidavit” ballot which was counted in the polls, but we do not have any “envelope” ballots. What actions do I need to take?

You must complete a Provisional Ballot Report and transmit it to the county clerk no later than November 9, 2004.

In my jurisdiction, several “envelope” ballots were returned to my office after the election. What actions do I take?

You must use the Procedure for Handling Envelope Ballots Returned to Clerk’s Office to determine if the returned “envelope” ballots are valid or invalid. If any “envelope” ballots are determined valid, they must be counted.

After completing the “envelope” ballot evaluation process and counting any “envelope” ballots determined valid, you must complete a Provisional Ballot Report and transmit it to the county clerk. If any “envelope” ballots are counted, you must also transmit an Envelope Ballot Vote Certification Form to the county clerk to document the votes counted on the valid “envelope” ballots. The forms must be transmitted to the county clerk no later than November 9, 2004.

When evaluating an “envelope” ballot for validity, do I need to find a registration completed by the voter which is dated before the registration deadline?

No. The “envelope” ballot counts if the voter signed the affidavit, confirmed his or her identity with an acceptable form of photo ID AND confirmed his or her residence in the precinct where the “envelope” ballot was issued with the photo ID OR by producing an acceptable alternative document (current utility bill, current bank statement, current paycheck or government check or any other government document). Finding a registration form for the voter is not necessary.

Can a voter who was 1) issued an “envelope” ballot on election day and 2) unable to meet the identity and/or residency verification requirements in the polls satisfy the identity and/or residency verification requirements after the election?

Yes. Such a voter can fax, mail or hand deliver any documents needed to satisfy the identity and/or residency verification requirements within 6 calendar days after the election (by November 8). Expanded listings of the documents a voter can use to satisfy the identity and/or residency verification requirements were included in Issue No. 3 of *Election News*.

If I have “envelope” ballots which could be counted if the voter satisfies the identity and/or residency verification requirements during the 6-day “envelope” ballot verification period, should I contact the voters?

Yes, as every effort must be made to maximize the number of “envelope” ballots that can be counted.

If I have “envelope” ballots which could be counted if the voter satisfies the identity and/or residency verification requirements during the 6-day “envelope” ballot verification period, do I have to wait the full 6 days before I send the Provisional Ballot Report to the county clerk?

Yes, as you cannot be assured that you have all of the data needed by the county clerk for the completion of the canvass process until the 6 days has elapsed and there is no further opportunity for such voters to satisfy the identity and/or residency verification requirements.

Please do not hesitate to contact the Bureau of Elections if you have any questions. Phone: (517) 373-2540.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

October 7, 2004

**Procedure for Handling “Envelope” Ballots
Returned to Clerk’s Office**

Within 6 days after the election, the city or township clerk must evaluate each “envelope” ballot voted by the jurisdiction’s voters to determine if the ballot can be counted. When making this determination, the city or township clerk is not permitted to open the PROVISIONAL BALLOT SECURITY ENVELOPE holding the ballot.

I. MISSING REGISTRATION: Determining the validity of an “envelope” ballot issued to an elector whose name did not appear on the precinct’s QVF list

All of the information needed to determine the validity of an “envelope” ballot issued to such an elector is recorded on the four-step procedure form completed by the precinct board.

THE “ENVELOPE” BALLOT CAN BE COUNTED IF:

- A valid voter registration application for the elector is located; the registration application was submitted by the elector on or before the “close of registration” for the election at hand; and the “envelope” ballot voted by the elector was issued in the proper precinct.

OR

- The elector signed the affidavit to affirm that he/she submitted a voter registration application on or before the “close of registration” for the election at hand; the elector identified himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college; and the elector confirmed that he or she currently resides in the precinct where the “envelope” ballot was issued by showing 1) one of the above documents OR 2) a current utility bill, current bank statement, current paycheck or government check or any other government document.

Stated in simpler terms, the “envelope” ballot counts if the voter signed the affidavit, confirmed his or her identity with an acceptable form of photo ID AND confirmed his or her residence in the precinct where the “envelope” ballot was issued with the photo ID OR by producing one of the listed alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document).

SUBMISSION OF PHOTO ID AND RESIDENCE CONFIRMATION DOCUMENT DURING 6-DAY “ENVELOPE” BALLOT EVALUATION PERIOD PERMITTED:

- In an instance where the elector was unable to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college, the ballot can be counted if the voter is able to produce an acceptable form of photo ID during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the photo ID, fax the photo ID to the clerk or mail a copy of the photo ID to the clerk. The photo ID must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In an instance where the elector was unable to confirm that he or she currently resides in the precinct where the “envelope” ballot was issued by showing an acceptable form of photo ID or by producing one of the accepted alternative documents (current utility bill, current bank statement, current paycheck or government check or any other government document), the ballot can be counted if the voter is able to produce an acceptable residence confirmation document during the 6-day “envelope” ballot evaluation period. The voter can appear in person in the city or township clerk’s office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. The document must reach the city or township clerk no later than the sixth calendar day after the date of the election.
- In any instance where an “envelope” ballot is counted because the voter was able to produce the required photo ID and/or residence confirmation document during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the Four-Step Procedure form completed when the voter was issued the “envelope” ballot in the polls.

THE “ENVELOPE” BALLOT CANNOT BE COUNTED IF:

- The elector was unable to identify himself or herself at the polls or during the 6-day “envelope” ballot evaluation period by showing a Michigan Driver License, Michigan Personal Identification Card, other government photo identification card or a photo identification card issued by a Michigan university or college.

OR

- The elector was unable to confirm when in the polls or during the 6-day “envelope” ballot evaluation period that he or she currently resides in the precinct where the “envelope” ballot was issued by showing one of the above documents or a current utility bill, current bank statement, current paycheck or government check or any other government document.

IMPORTANT NOTE REGARDING ELECTORS WHO VOTED IN WRONG PRECINCT:

In any situation where an “envelope” ballot has been issued to a voter who 1) appeared to vote in the wrong precinct and 2) declined to travel to his or her proper precinct to vote, you must make every effort to accurately confirm that the voter did, in fact, vote in the wrong precinct before rejecting the “envelope” ballot as invalid. The evaluation must include a check of the QVF street index to verify that the voter was not assigned to the wrong precinct in error. If a check of the street index reveals that a voter in this situation actually voted in the proper precinct, the “envelope” ballot must be counted.

II. FEDERAL ID REQUIREMENT: Determining the validity of an “envelope” ballot issued to an elector subject to the federal identification requirement

- The “envelope” ballot can be counted if the elector provides one of the following forms of identification during the 6-day “envelope” ballot evaluation period: a current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document which lists his or her name and address. The voter can appear in person in the city or township clerk’s office to show the required ID, fax the required ID to the clerk or mail a copy of the required ID to the clerk. In an instance where an “envelope” ballot is counted because the voter was able to produce the required ID during the 6-day “envelope” ballot evaluation period, the clerk must enter an appropriate notation on the PROVISIONAL BALLOT SECURITY ENVELOPE.
- The “envelope” ballot cannot be counted if the voter fails to satisfy the federal ID requirement during the 6-day “envelope” ballot evaluation period.

III. Disposition of valid “envelope” ballots which can be counted

- If the “envelope” ballot can be counted, remove the ballot from the PROVISIONAL BALLOT SECURITY ENVELOPE and remove the stub from the ballot. If a paper ballot, do not unfold the ballot during this step. If an optical scan ballot, do not remove the ballot from its secrecy sleeve during this step.
- Place the ballot in a ballot container.
- After you have placed all of the valid “envelope” ballots that can be counted in the container, remove the ballots and count the valid votes on the ballots.
- After counting the valid votes on the ballots, complete a PROVISIONAL BALLOT REPORT FORM. After completing the form, submit it to the county canvassing

board or local canvassing board as appropriate. The form must be transmitted to the canvassing board no later than the 7th day after the election.

- After recording the valid votes on the “envelope” ballots that can be counted, seal the counted “envelope” ballots and PROVISIONAL BALLOT SECURITY ENVELOPES which contained the ballots in a ballot container. Attached a ballot tag to the seal which indicates that the container holds the “envelope” ballots returned after the election which were determined valid and counted. Retain the PROVISIONAL BALLOT SECURITY ENVELOPES which were determined invalid and not opened in a separate secure place in your office.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**PROVISIONAL BALLOT
REPORT FORM**

Jurisdiction: _____ Date of election: _____

- I. Enter, by precinct, the number of provisional ballots which were 1) counted or tabulated in the polls on election day and 2) secured in PROVISIONAL BALLOT SECURITY ENVELOPES for delivery to the clerk's office after the polls closed ("envelope" ballots).

Of those provisional ballots which were secured in PROVISIONAL BALLOT SECURITY ENVELOPES, indicate 1) the number that were determined valid and counted and 2) the number that were determined invalid and not counted.

Precinct #	Number of Provisional Ballots Counted or Tabulated in the Polls	Number of Provisional Ballots Secured in Provisional Ballot Security Envelopes ("Envelope" Ballots)	Number of "Envelope" Ballots Determined Valid	Number of "Envelope" Ballots Determined Invalid

(Attach additional sheets if necessary)

- II. Attach an “Envelope Ballot Vote Certification” to this form to document the votes counted on the valid “envelope” ballots cast in your jurisdiction. The “Envelope Ballot Vote Certification” form provides entries for 1) the name of each candidate who is entitled to additional votes 2) the precinct where the votes must be added and 3) the number of votes which must be added for each candidate in the precinct.

Signature of Clerk or Authorized Assistant

Position

Date

()
Phone Number

ENVELOPE BALLOT VOTE CERTIFICATION FORM

JURISDICTION: _____

PRECINCT #: _____

Tally votes and enter total for each candidate and proposal.

Add columns as needed in order to tally votes for all candidates and proposals

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
President	Bush/ Cheney	Kerry/ Edwards	Cobb/ LaMarche	Peroutka/ Baldwin	Badnarik/ Campagna	Brown/ Herbert	Nader/ Camejo	
TOTAL								

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
US Congress	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
State Rep.	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

ENVELOPE BALLOT VOTE CERTIFICATION FORM

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
State Board of Education	Danhof	McGuire	Ponzetti	Graeser	Boman	McLogan		X
TOTAL								
	Smart	Moyer		Poortenga	Whiteside			
TOTAL								

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
U of M Regents	Anderson	Maynard	Damren	Adams	Corliss	Dusschere		X
TOTAL								
	Meyers	Taylor		Sanger	Hudler			
TOTAL								

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
MSU Trustees	Foster	Ferguson	Burgis	Van Sickle	Hall	Dern		X
TOTAL								
	Pittman	Thompson			Miller			
TOTAL								

ENVELOPE BALLOT VOTE CERTIFICATION FORM

OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
WSU Governors	Haroutunian	Abbott	Guttshall	Adams	Jankiewicz	Oakford		X
TOTAL								
	Hillegonds	Miller			Jones			
TOTAL								

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
Executive	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
Prosecuting Attorney	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
Sheriff	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
County Clerk	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

ENVELOPE BALLOT VOTE CERTIFICATION FORM

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
County Treasurer	X	X	X	X	X	X	X	X
Fill in candidate name next to X.								
TOTAL								

COUNTY OFFICE	REPUBLICAN	DEMOCRATIC	GREEN	US TAXPAYERS	LIBERTARIAN	NATURAL LAW	NPA	WRITE-IN
Register of Deeds	X	X	X	X	X	X	X	X
Fill in candidate								